

# ENVIRONMENTAL HEALTH SPECIALIST REGISTRATION

## APPLICATION INSTRUCTIONS

1. Complete CDHS application form (Print or Type) and return with a \$95.00 check or money order payable to the Environmental Health Specialist Registration FUND (no cash). The application fee is NOT REFUNDABLE. All of the requested information is mandatory and incomplete applications will not be processed.

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
EHS Registration Program  
MS 7404  
P.O. BOX 997377  
SACRAMENTO, CA 95899-7377

2. Apply to CPS Human Resource Services (CPS) for domestic transcript evaluations (universities and colleges in the United States). Foreign transcripts must be evaluated by a foreign transcript evaluation service. A list of NACES approved foreign credential evaluation services is on the reverse of this instruction sheet.

CPS Human Resource Services  
241 Lathrop Way  
Sacramento, CA 95815  
Attention: EHS Transcript Evaluation

Phyllis Lawyer  
phone (916) 471-3151  
web address: [www.cps.ca.gov/takeatest/envhealth](http://www.cps.ca.gov/takeatest/envhealth)  
email: [plawyer@cps.ca.gov](mailto:plawyer@cps.ca.gov)

3. CPS charges \$245.25 for the evaluation of domestic transcripts. This may be paid with a money order, cashier's check or credit card, however personal checks are not accepted. Foreign evaluators each have their own fee structure.
4. You may submit your application for transcript evaluation to CPS or a foreign transcript evaluator, concurrently with your application to the EHS Registration Program.
5. Your application will be active for 30 months. After 30 months we may request a response from you verifying that you are still interested in registration as an environmental health specialist. If we do not receive a response to that inquiry your file will be destroyed and you will need to reapply. It is your responsibility to keep this office informed of your current mailing address.
6. **FOREIGN TRANSCRIPTS:** If you have received your bachelor's degree from a college or university outside the United States you will need to file an application with one of the foreign transcript services. These services operate for a fee based on the extent of education evaluated. Request a "course by course" evaluation and forward it to the EHS Registration Program. The evaluation must state that your degree is equivalent to a bachelor's degree offered by a United States college or university and list each course completed with semester unit equivalency and all laboratory sections including **general chemistry, organic chemistry, physics, biology, microbiology, and calculus or college algebra.**